**Finance job description:**

The role of finance for the school store involves overseeing the accounts of Snack Stop. You will make sure that everything runs smoothly in the financial department by:

* analyzing the margins of what we sell in the store
* working closely with the students working in the store to make sure that closing and counting the money is correct on a daily basis
* analyzing the sales in the store
* producing spreadsheets for the company to keep track of all financial purchases and income
* contributing to financial decisions

This job requires:

* attention to detail
* lots of motivation
* good understanding of numbers
* good understanding of spreadsheets

**Marketing job description:**

The role of marketing in the school store involves overseeing the creation and delivery of marketing ideas and ensuring that the marketing message is consistent with our mission statement. You will be responsible for:

* supervising social media campaigns on such platforms as twitter, facebook and instagram
* creating, editing and distributing the marketing message to the community
* creating customer surveys and market research to find new products
* managing video content

This job requires:

* high levels of creativity to come up with new and original ideas
* high energy and enthusiasm
* good attention to detail
* excellent communication skills

**Operations Job Description:**

The role of operations in the school store is a large and diverse one. There will be different responsibilities over time that includes monitoring and analyzing systems of production and strategies for improving those systems.

* planning and controlling any changes in Snack Stop
* researching new technologies
* overseeing inventory
* overseeing building structure and asthetics

This job requires:

* a professional communicator
* someone that is structured and organized
* consistency in thinking and management of time
* an ability to look at the big picture and analyze changing attitudes and technology

**Human Resources Job Description:**

The role of human resources in the school store will be to motivate and give feedback to other employees of your business.

* motivate and work to give incentives to the employees of Snack Stop
* hold timely progress reports for other employees in their roles of the store
* manage the schedule
* manage any employee disputes

This job requires:

* excellent communication skills
* excellent problem solving skills
* extra time at the store to give feedback to other members of the team
* to be able to work well on a team